



### Staff and Postgraduate Computer Access Request

1. PERSONAL DETAILS		
ID Number:		Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Prof
Surname:	Given Name(s):	
Department:	Account Type	
Faculty/Division:	Staff	<input type="checkbox"/> Academic <input type="checkbox"/> General
Office Phone:	Postgraduate	<input type="checkbox"/> Research <input type="checkbox"/> Coursework
Mobile Phone:	Role (Special Access) <input type="checkbox"/>	
Email address :		

2. USERNAME (choose ONE option)	
<input type="checkbox"/> Re-enable an existing username	<input type="checkbox"/> Automatically generate username
Username: _____	Automatically generates a new username based on your full name Example: "James Kelly Longname" = "jklongna"

3. ACCESS (tick if required)	
<input type="checkbox"/> <b>Standard Access</b> (recommended for new staff members)	<b>Additional Access</b>
Novell account	<input type="checkbox"/> Modem access (Monash only) <input type="checkbox"/> Webedit
Email address	<input type="checkbox"/> Modem access (Monash + internet) <input type="checkbox"/> Linux (Unix)
Authcate account	<input type="checkbox"/> Student-like username (eg: jlon2) <input type="checkbox"/> SNG (Unix)
	<input type="checkbox"/> CMS
<input type="checkbox"/> <b>MUSO/Blackboard as</b>	<input type="checkbox"/> Lecturer <input type="checkbox"/> Designer <input type="checkbox"/> Tutor
module(s) (if known) _____	

4. SPECIAL REQUIREMENTS
<input type="checkbox"/> Conversion to Lotus Notes
<input type="checkbox"/> Other (please specify): _____

5. AUTHORISATION – To be signed off by Head of Department, or nominee with appropriate financial delegation	
Signature:	Phone:
Name:	Date:
Authoriser and account holder will be notified when complete	
Also, please notify: _____	

6. OFFICE USE ONLY			
Date: / /	HEAT SLA profile	Received by	Processed by

Return completed form, in person or by Fax, to Information Technology Services (ITS) at your campus. ITS Service Desk campus contact details are at <http://www.its.monash.edu.au/contact/servicedesk.html>